

## ***Landowner Incentive Program Tier-1 Eligibility Requirement Expectations***

### **(A) Deliver Technical and Financial Assistance to Landowners**

#### Technical Assistance

1. If an existing technical assistance program is in place, which LIP will complement, please describe:
  - Who is involved (e.g., what agency divisions, other agencies, nongovernmental organizations, etc.)?;
  - What types of assistance are available (e.g., monetary, habitat plans, brochures, etc.)?;
  - What is the scope of the existing program (e.g., number of staff involved, number of private landowners contacted, the types of approaches used, etc.)?;
  - How will the State incorporate LIP into the existing program (e.g., holding workshops, developing materials, hiring staff, etc.)?; and
  - How will the State monitor and evaluate the results of this expanded program?
2. If a technical assistance program is not in place or will not be complemented by LIP, address the items above based on the State's plans for implementing LIP.

#### Financial Assistance

1. If an existing financial assistance program is in place, describe the assistance process and:
  - How much funding does the State currently provide for the program?;
  - Has the State identified any existing problems through audits or other system reviews?;
  - Is there adequate existing staff?; and
  - Is the State contemplating changes to the program that relate to the incorporation of LIP?
2. If a financial assistance program is not currently in place, address the items above to be extent possible based on State plans for implementing LIP.

### **(B) Provide for Appropriate Administrative Functions Such as Fiscal and Contractual Accountability**

Please describe:

- How will the State track the receipt and use of federal funds?;
- How will the State distribute funds to private landowners?;
- How will the State document private landowner (matching or contributing) costs?;
- What type of contractual standards will the State require in its agreements with private landowners?;
- How will the State monitor and verify the contractual standards?;
- Who will develop and where will the State file fiscal and contractual reports?;
- What type of actions does the State propose to take if a private landowner fails to adhere to the contractual standards?;
- What kind of experience does the State have in providing similar administrative support to other programs particularly where funding or in-kind match was provided to or received from other State or Federal agencies, NGO's, or private parties?; and
- Have any audits verified the State's ability to perform such functions?

**(C) Use LIP Grants to Supplement and Not Replace Existing Funds**

The State should provide an assurance statement that it will only use LIP funds for new programs or to supplement existing programs. (If an existing program is scheduled to be terminated or decreased, LIP funds should not be used to continue the program or replace decreased funding. The Service would consider this action the same as replacing existing funds.)

Supplementing existing programs includes:

1. Adding new staff to a current program and identifying where they would be working (e.g., wildlife division, non-game, etc.);
2. Expanding the types of assistance provided (e.g., monetary, plan documents, technical assistance, etc.); or
3. Broadening the scope of an existing program (e.g., increasing the number of landowners to be contacted or types of outreach to be used, etc.).

**(D) Distribute Funds to Landowners Through a Fair and Equitable System**

Please describe:

- How does the State propose to develop a fair and equitable system?;
- Does the State propose to weight any specific areas, habitats, or species, and, if so, on what basis?;
- How will the State choose landowners for participation (i.e., Would the State serve landowners on a “first come, first served” basis or would it use some other objective process?);
- Will the State consider the landowner’s ability to provide match in setting priorities?; and
- Does the State plan to have any additional eligibility requirements to enable landowners to participate in the program?

**(E) Provide Outreach and Coordination that Assist in Administering the Program**

Please describe:

- Who (division and staff) would oversee the day-to-day administration of the program, prepare grant amendments when needed, prepare program annual performance reports, etc.?;
- Who (division and staff) will be responsible for program outreach?;
- How does the State propose to inform the public and landowners about the program?;
- What mechanisms and approaches does the State propose in this outreach (e.g., a web page, press releases, public workshops, interagency meetings, program literature, etc.)?; and
- How will the State coordinate the program within the agency and with other agencies involved with private lands conservation?

**(F) Describe the Process the State will Use for the Identification of Species-at-risk, and the State's Process for the Identification of Clear, Obtainable and Quantified Goals and Performance Measures That Will Help Achieve the Management Goals and Objectives of LIP**

Identification of Species-at-Risk

The State should consider use of a table if it has already developed its species-at-risk list prior to this grant period, and it should describe:

- What existing State and federal species lists did the State use (or does it propose to use) in developing its LIP list?;
- Did the State use (or does it propose to use) the NatureServe species listed as critically imperiled, imperiled, or vulnerable in developing its LIP list?;
- What additional species are considered at-risk and on what basis was (or will) this determination made?;
- Did the State include (or does it intend to include) species that are hunted or fished for on its species-at-risk list? If so, it should include a compelling explanation regarding how these species can be both "at-risk" and available for harvest.

Note: If the State plans to control overabundant species with LIP funds, describe how, and which, species-at-risk would benefit from this activity.

Identification of Clear, Obtainable and Quantified Goals and Performance Measures That Will Help Achieve the Management Goals and Objectives of LIP

Describe:

- What are the goals of the State's LIP? Goals should be broad statements regarding what the State hopes to accomplish with the program (e.g., "The goal of our LIP is to conserve, protect, and enhance habitat for at risk species on private lands by providing technical and financial assistance to private landowners.");;
- What are the objectives of the State's LIP? Objectives should be specific, time-bound, output-oriented, realistic, and measurable (e.g., "To develop a written outreach brochure on the LIP for private landowners in 2004.");;
- Who would develop, review and approve additional LIP objectives?;
- What criteria does the State think its objectives should meet?; and
- How will the State conduct monitoring to determine if the goals and objectives have been met for the program (performance measures)?